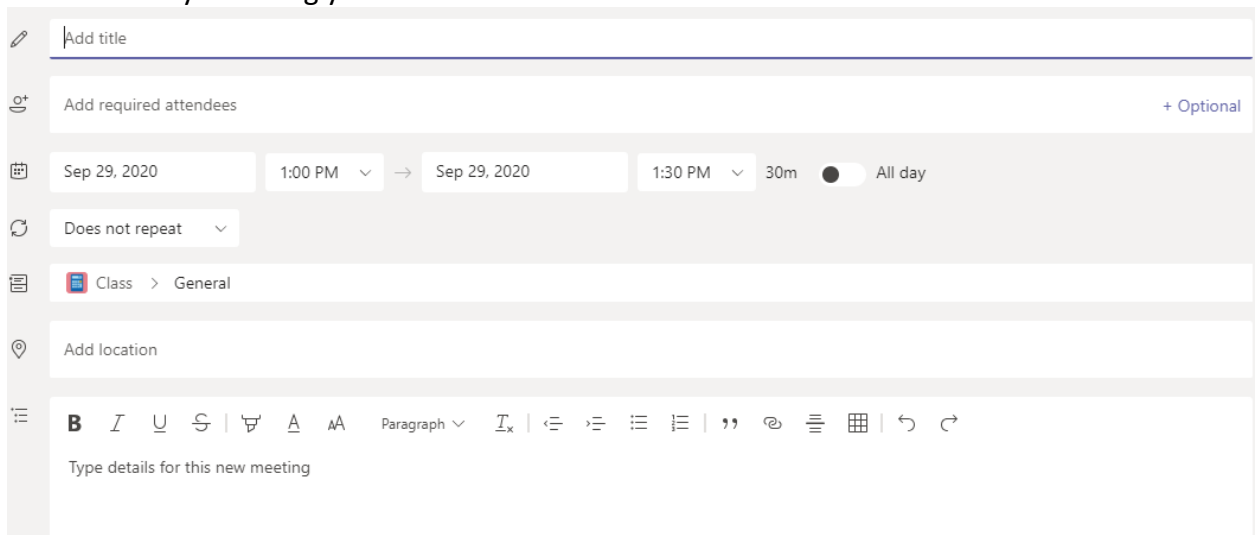


How to Schedule a Teams Meeting with Your Whole Class

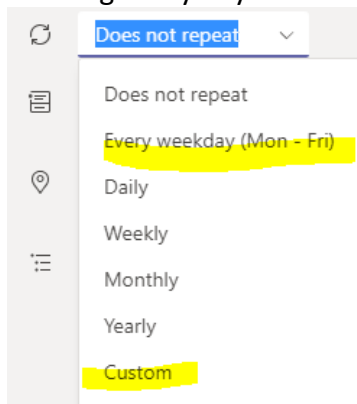
1. Open your Class Team
2. Click on General Channel
3. In the top right corner, click on the dropdown arrow next to Meet and select Schedule a meeting. By doing it within your Team and not in Calendar, members of your Team are automatically invited. This saves time by not having to add each student to the meeting.



4. Fill in Title, date, repeat/not repeat, etc.
You'll notice my students are invited because my Class is in the Channel. I will leave the Required Attendees box blank.
If you create a meeting in Calendar instead of in the General Class channel, you can add all students by choosing your class in the Channel field.

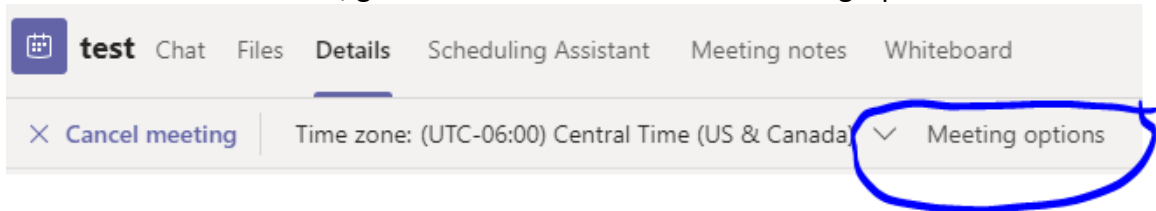
A screenshot of the Microsoft Teams meeting scheduling form. The form has several sections: 'Add title', 'Add required attendees' (with a '+ Optional' link), 'Date and time' (set to Sep 29, 2020, 1:00 PM to 1:30 PM, 30m duration, and 'All day' toggle), 'Repeat' (set to 'Does not repeat'), 'Channel' (set to 'Class > General'), 'Add location', and a rich text editor with various formatting options. The text 'Type details for this new meeting' is visible at the bottom of the form.

5. If you want to invite students to a meeting every day, click the dropdown by **Does not repeat** and choose **Every weekday (Mon - Fri)** or **Custom** to set dates. This will repeat the meeting every day at the same time.



6. Click the Invite button in the top right corner.

7. After the invite is sent, go back to Calendar. Click on Meeting Options.



8. A window will open in a browser. Select **Only me** for the 2 options and click **Save**. This eliminates the ability for students to join the meeting before you arrive and for students to mute other students or the teacher. Yes, this happened a lot. We have learned a lot from the virtual teachers, and this is the only way to go! Your selections should look like this:

Meeting options

Who can bypass the lobby? Only me

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Only me